



# City of Los Angeles

Community Workforce Agreement  
Implementing a Successful Local Hire Program  
Monitoring and Ensuring Compliance



Department of Public Works  
Bureau of Contract Administration (BCA)  
August 2012

A stylized, light blue silhouette of a city skyline with various building shapes, including a prominent tower with a spire, set against a white background with soft, light blue clouds.

# Contracting Community

Establish Your Expectations

# City of Los Angeles Identity



Bureau of Contract Administration

**“Building with Quality Today for a Better Tomorrow”**

**“Quality, Opportunity, Compliance”**

# City of Los Angeles Interests



- **Pledge to work towards a mutually satisfactory completion of construction projects.**
- **Disruption free work environment due to no strike, no work slowdown, no lockout, no picketing and no sympathy strikes clauses**
- **Greater access to a pool of skilled craft workers.**
- **Furthers the commitment of all contractors to pay proper hourly wage rates for those classifications.**
- **Provide construction employment and training opportunities in ways calculated to mitigate the harms caused by poverty and unemployment.**

**“Building with Quality Today for a Better Tomorrow”  
Through  
“Quality, Opportunity, Compliance”**

# City of Los Angeles Interests



## Stewardship of Public Funds

Apprenticeship training for underrepresented population to facilitate a viable career path

**LA City Hall Seismic Retrofit**

On time, on budget, high quality

**East Central Interceptor Sewer (ECIS)**

Accountability to preserve credibility with the community

# City of Los Angeles Investment L.I.G.H.T. Program



## Lifting Individuals Giving Hope Today

- L**everaging contracts
- I**nterceding on behalf of others
- G**alvanizing our communities through 30/20/10 countdown to success
- H**osting strategic partnerships
- T**ransforming lives

A stylized, light blue silhouette of a city skyline is positioned at the top of the slide. It features several buildings of varying heights and shapes, including a prominent tower with a spire and a building with a rounded dome. The background is a light blue gradient with soft, white, cloud-like shapes on the left and right sides.

# Communication

Encourage Through Education



OCC File No.:

City of Los Angeles  
Department of Public Works  
Bureau of Contract Administration  
Contract Compliance Program

CITY-FUNDED PRECONSTRUCTION CONFERENCE

PROJECT: \_\_\_\_\_  
SITE ADDRESS: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_  
PRIME CONTRACTOR: \_\_\_\_\_  
CONTRACT NO.: \_\_\_\_\_ W.O. NO. OR SPEC NO.: \_\_\_\_\_

A preconstruction conference was held at \_\_\_\_\_  
on \_\_\_\_\_ to discuss the Labor Compliance reporting requirements, including instructions for completion  
and submission of forms for this contract. The following topics were discussed:

Start Date: \_\_\_\_\_ No. of Days: \_\_\_\_\_ Contract Amount: \_\_\_\_\_  
Union/Non-union: \_\_\_\_\_ No. of Subs: \_\_\_\_\_  
Foreman/Super: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Inspector: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Prepared by/Title: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Administrator's Signature: \_\_\_\_\_ Fax No: (213) 847-2744

I, \_\_\_\_\_, have received a copy of this document and  
PLEASE PRINT FULL NAME  
understand, and will comply with, all the requirements set forth in this document.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Payroll Contact Person: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### **LABOR COMPLIANCE**

Please submit all Labor Compliance requirements to: **Office of Contract Compliance, Labor Compliance Program, 1149 South Broadway, Ste 300, Los Angeles, CA 90015. Ph# (213) 847-1922.**

- ☐ A. All workers employed on City-funded City projects must be paid at least the prevailing wage for the craft they are working in. "Workers" include sole proprietors, owners, operators, partners actually performing work and "Youth-At-Risk" workers subject to the requirements of Proposition "A".
- ☐ B. The City's prevailing wage rate is established by the State of California's Department of Industrial Relations. The prevailing wage is generally updated in February and August of each year. Current rates can be found on the Internet at the following website: <http://www.dir.ca.gov/DLSR/PWD>
- ☐ C. Drivers performing both on-site and off-site hauling of materials either to or from a public works construction project must be paid the prevailing wage. Bona fide material suppliers are exempt from prevailing wage requirements.
- ☐ D. Workers who are required to report to the contractor's office, yard, or other designated areas at the beginning and end of their shift shall be paid at the worker's regular rate of pay for any travel time to and from the job site. This drive time shall be included when calculating any overtime due to the worker. (Portal to Portal Act, 29 U.S.C. § 251)
- ☐ E. Fringe Benefits (Health & Welfare, Pension, & Vacation) must be included as part of a non-union employee's hourly wage rate, with the exception of Project Labor Agreement projects. A copy of the Fringe Benefit Statement must be provided for fringe benefits paid to an approved Trust Fund.
- ☐ F. Prime Contractors are responsible for the proper insurance and compliance of ALL subcontractors, owner-operators, vendors and suppliers who provide personnel to work at the job site.
- ☐ G. The Office of Contract Compliance administrators and Bureau of Contract Administration Inspectors will monitor the job site and interview employees.

### **REPORTING REQUIREMENTS**

- ☐ H. Certified Payroll Records, such as that provided by the Office of Contract Compliance, shall be due weekly from the Prime Contractor and ALL subcontractors, owner-operators, vendors and suppliers who provide personnel to work at the job site.
- ☐ I. If a certified payroll form other than that provided by the Office of Contract Compliance is to be used, the form used must contain all the information requested on the provided form, including check numbers.
- ☐ J. The payroll must be completed in its entirety, including the employee's home address and social security number, OCC File No. on the upper right-hand corner of the certified payroll records. Incomplete payrolls will not be accepted and a progress payment may be withheld until acceptable payrolls are submitted.

#### REPORTING REQUIREMENTS (Cont.)

- ☐ K. A Statement of Compliance, with an original signature, signed in ink, must be completed and submitted with each certified payroll record, no matter what form of payroll is submitted.
- ☐ L. Fringe Benefit Statement (PW 26) must be submitted with the first payroll by each contractor and each time fringe benefit rates change.
- ☐ M. "OTHER" deductions, if any, including deductions for 401K, must be fully explained and an authorization for the deductions must be signed by the employee and submitted with the first payroll on which the deduction is shown.
- ☐ N. Contractor payroll records are subject to review by the awarding agency as outlined in the California Labor Code §1776 and 1812.

#### APPRENTICE UTILIZATION

- ☐ O. Apprentices must be employed on City projects. In the event that the contractor is not able to secure apprentices for a project, the contractor must provide written proof that apprentices were requested and denied - or were not available within 72 hours of request - from all approved apprenticeship programs in the craft or trade in the area of the project. (Exception: In the event that the contractor is utilizing workers in a non-apprenticeable craft, the requirement for apprentices is waived for that craft.)
- ☐ P. All apprentices working on City projects must be registered in either a State or Federally Approved Apprenticeship Program.
- ☐ Q. All apprentices shall work under the direct supervision of a journeyman from the trade in which the apprentice is indentured. A journeyman shall be defined as set forth in CCR Title 8 § 205.
- ☐ R. Proof of registration in an approved program for each apprentice must be attached to the first payroll on which the apprentice is listed.
- ☐ S. Proof of training fund contributions to a trust administrator or to the California Apprenticeship Council must be submitted with the first payroll and monthly thereafter.
- ☐ T. The ratio of apprentices to journeymen shall not be greater than that permitted under the respective registered program. The ratio of apprentices to journeymen shall also not be less than one hour of apprentice work for every five hours of journeyman work. Any unregistered apprentices shall be paid the journey level wage rate for the work actually performed.
- ☐ U. All other requirements of the State Labor Code Section 1777.5 regarding the utilization of apprentices on City projects will also be applicable.

#### **BULLETIN BOARD REQUIREMENTS**

- ☐ V. The "Notice to Employees Working on Los Angeles Projects" poster and applicable prevailing wage rate determinations must be displayed conspicuously at the job site.
- ☐ W. Emergency Telephone numbers must be posted.

#### **SANCTIONS**

- ☐ X. The City may withhold progress and retention payments due to the Prime for the failure to submit required reports and/or documents by the Prime or ANY of the subs on the job.
- ☐ Y. Contractors violating the prevailing wage requirements are subject to a penalty of up to \$50.00 per day for each worker paid less than the prevailing wage rate, in addition to having to restore the differences in wages paid. (California Labor Code Section 1775)
- ☐ Z. In the event of an underpayment of wages, the contractor has 60 days to retribute those wages to the worker(s). If the contractor fails to pay the restitution within 60 days, liquidated damages in an amount equal to the unpaid wages will be assessed. Those liquidated damages will be due the worker.
- ☐ AA. The contractor is also subject to a penalty of an additional \$25.00 per day for each worker paid less than the prevailing wage rate for overtime work -- being over 8 hours per day and more than 40 hours per week. (California Labor Code Section 1813)
- ☐ AB. Failure to utilize apprentices as specified, or to provide proof that apprentices were requested and denied, may subject the contractor to a penalty of up to \$100.00 for each calendar day of noncompliance. A contractor that commits a second or subsequent violation within a three-year period may be subject to a penalty of up to \$300.00 for each calendar day of noncompliance. (California Labor Code Section 1777.7)
- ☐ AC. Failure to submit Certified Payroll Records (form HC-347) within 10 days of receipt of a written request will be subject to a penalty of \$25.00 per calendar day per employee until strict compliance is effectuated. (California Labor Code Section 1726 and 1771.5)

A stylized, light blue silhouette of a city skyline with various building shapes, including a prominent tower with a spire, set against a white background with soft, light blue clouds.

# Compliance

Ensure Agency Enforcement

# CITY OF LOS ANGELES PUBLIC WORKS PAYROLL REPORTING FORM

NAME OF CONTRACTOR <input type="checkbox"/> Prime <input type="checkbox"/> Subcontractor	CONTRACTOR'S LICENSE #	ADDRESS	PHONE NO.:
--	------------------------	---------	------------

PAYROLL NUMBER	FOR WEEK ENDING:	PROJECT OR CONTRACT NAME	OCC FILE NO.:
----------------	------------------	--------------------------	---------------

EMPLOYEE NAME SOCIAL SECURITY NUMBER & ADDRESS	ETHNICITY** GENDER	MARITAL STATUS & # OF DEPEND- ENTS	WORK CLASSIFICATION	Date & Day							Total Hours	Total Pay Rate*	GROSS AMOUNT EARNED		DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS								Net Wages Paid For Week	Check Number
				Mon	Tue	Wed	Thu	Fri	Sat	Sun			This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
				Hours Worked Each Day																				
			S										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			O										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			S										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			O										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			S										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			O										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			S										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			
			O										This Project	All Projects	FEDERAL INCOME TAX	FICA (SOC. SEC.)	STATE INCOME TAX	SDI	VAC/HOL	HEALTH & WELFARE	PENSION			

\* Hourly pay rate should reflect Fringe Benefit amounts paid to employees or trusts

\*\* 0-Caucasian, 1-African-American, 2-Asian/Pacific, 3-American Indian, 4-Hispanic, 5-Other

**NOTICE TO PUBLIC ENTITY**

**For Privacy Considerations**

**Fold back along dotted line prior to copying for release to general public (private persons).**

**(Paper Size then 8 1/2 x 11 inches)**

**STATEMENT OF COMPLIANCE**

PAYROLL NUMBER	PAYROLL PAYMENT DATE	CONTRACT NUMBER
----------------	----------------------	-----------------

DATE \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_, the undersigned, do certify  
(Name of Signatory Party -- Print) (Title or Position in Business)  
under penalty of perjury and do hereby state:

(1) That I pay or supervise the payment of the persons employed by \_\_\_\_\_  
on the \_\_\_\_\_;  
(Contractor or Subcontractor) (Building or Project Name)  
that during the payroll period commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and ending the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, all persons employed on said project have been paid the full weekly  
wages earned, that no rebates have been or will be deducted directly or indirectly to or on behalf of said  
\_\_\_\_\_ from the full weekly wages earned by any person  
(Contractor or Subcontractor)  
and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than  
permissible deductions as defined in Code of Federal Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary  
of Labor under the Copeland Act as amended (48 Stat. 948.63 Stat. 108.72 Stat. 967.76 Stat.357; 40 U.S.C. 276c; and  
applicable California Labor Code Sect. 1775-1777.7) and described below:

(2) That any and all payrolls otherwise under this contract required to be submitted for the above period are correct  
and complete; that basic trade wage rates contained therein are not less than the applicable wage rates contained in  
any wage determination incorporated into the contract; that the classifications set forth therein for each trade rate  
conform with the work performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program  
registered with California's Division of Apprenticeship Standards and that training contributions are/will be made  
pursuant to California Labor Code 1777.5.

(4) That:  
(a) **WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS**  
☐ In addition to the basic hourly wage rates paid to each worker listed in the above referenced  
payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate  
programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) **WHERE BENEFITS ARE PAID IN CASH**  
☐ Each worker listed in the above referenced payroll has been paid as indicated on the payroll, an  
amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required  
fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) **EXCEPTIONS:**

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE (PRINT)	SIGNATURE
------------------------	-----------

The willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution.  
See Section 1001 or Title 16 and Section 231 of Title 31 of the United States Code; CA Penal Code 12650-12656; and CA Labor Code Sect.  
1726, 1771.5, 1777.7, 1775 and 1813.

# PUBLIC WORKS FRINGE BENEFIT STATEMENT

Date:	In reply, Refer to Case No.:
Prime:	Sub-Contractor:
PROJECT NAME:	
PROJECT CONTRACT No.:	County/Location



<b>Health and Welfare</b>			
NAME OF PLAN _____		Address, City, and Zip _____	
ADMINISTRATOR _____		Address, City, and Zip _____	
CLASSIFICATION(S) USED _____		CONTRIBUTION PER CLASSIFICATION PER HOUR _____	
_____		_____	
CONTRIBUTIONS: WEEKLY _____ Monthly _____ Quarterly _____ Annually _____			
<b>PENSION</b>			
NAME OF PLAN _____		Address, City, and Zip _____	
ADMINISTRATOR _____		Address, City, and Zip _____	
CLASSIFICATION(S) USED _____		CONTRIBUTION PER CLASSIFICATION PER HOUR _____	
_____		_____	
CONTRIBUTIONS: WEEKLY _____ Monthly _____ Quarterly _____ Annually _____			
<b>VACATION/HOLIDAY</b>			
NAME OF PLAN _____		Address, City, and Zip _____	
ADMINISTRATOR _____		Address, City, and Zip _____	
CLASSIFICATION(S) USED _____		CONTRIBUTION PER CLASSIFICATION PER HOUR _____	
_____		_____	
CONTRIBUTIONS: WEEKLY _____ Monthly _____ Quarterly _____ Annually _____			
<b>TRAINING</b>			
NAME OF PLAN _____		Address, City, and Zip _____	
ADMINISTRATOR _____		Address, City, and Zip _____	
CLASSIFICATION(S) USED _____		CONTRIBUTION PER CLASSIFICATION PER HOUR _____	
_____		_____	
CONTRIBUTIONS: WEEKLY _____ Monthly _____ Quarterly _____ Annually _____			

IF YOU USE OTHER PLANS NOT LISTED ABOVE, YOU MAY USE THE BACK OF THIS FORM TO  
PROVIDE THIS ADDITIONAL INFORMATION





City of Los Angeles  
Bureau of Contract Administration  
Office of Contract Compliance  
EMPLOYEE INTERVIEW FORM

☐ BCA Inspector \_\_\_\_\_  
☐ OCC Analyst \_\_\_\_\_  
W.O. # \_\_\_\_\_  
OCC File # \_\_\_\_\_

PROJECT NAME: _____		
EMPLOYER: _____	<input type="checkbox"/> Prime	<input type="checkbox"/> Subcontractor
NAME: _____ SOCIAL SECURITY # _____ <small>(Last 4 digits)</small>		
ADDRESS: _____		CITY: _____
STATE: _____	ZIP CODE: _____	PHONE # _____
CRAFT: _____	<input type="checkbox"/> JM <input type="checkbox"/> APP, Period	UNION: <input type="checkbox"/> YES, Local <input type="checkbox"/> NO

QUESTIONS TO BE ASKED OF EMPLOYEE

- 1 How long have you worked for your present employer? \_\_\_\_\_ How long on this project? \_\_\_\_\_
- 2 Are you currently working on other projects? ☐ YES ☐ NO If YES, ☐ Public ☐ Private
- 3 What is your hourly wage rate? \_\_\_\_\_ Fringe benefits included? ☐ YES, how much? \_\_\_\_\_ ☐ NO
- 4 Are you paid by ☐ CASH ☐ CHECK ☐ DIRECT DEPOSIT How often are you paid? \_\_\_\_\_
- 5 What are your regular working hours? \_\_\_\_\_ to \_\_\_\_\_ Did you work yesterday? ☐ YES ☐ NO
- 6 On average, how many hours do you work in a week? \_\_\_\_\_ How many hours for this project? \_\_\_\_\_
- 7 a. Where and at what time are you required to report at the start of your shift?  
Employer's Facility \_\_\_\_\_ Project Site \_\_\_\_\_ Other \_\_\_\_\_  
b. Where do you end your shift? ☐ Employer's Facility ☐ Project Site ☐ Other \_\_\_\_\_
- 8 Have you worked overtime on this project? ☐ YES ☐ NO  
a. If YES, did you work? ☐ weekday(s) ☐ weekends ☐ holiday How often? \_\_\_\_\_  
b. If YES, were you paid time and a half or double your rate for the overtime? ☐ YES ☐ NO
- 9 Do you have company timecard(s) / timesheet(s)? ☐ YES ☐ NO  
a. If YES, do you fill it out? ☐ YES ☐ NO, who fills it out? \_\_\_\_\_  
b. Do you sign your timecard / timesheet? ☐ YES ☐ NO
- 10 Do you keep your own records of hours you have worked? ☐ YES ☐ NO
- 11 Did you fill out a form W-4 listing your number of exemptions when you were first hired? ☐ YES ☐ NO
- 12 a. What are you working on today? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
b. What other work have you done on this project? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 13 Have you seen the following posters at the jobsite? ☐ Affirmative Action ☐ Equal Employment Opportunity ☐ Wages
- 14 Do you have any comments or wage complaints regarding this project? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADDITIONAL QUESTIONS FOR OWNER-OPERATORS**

Equipment Description: _____	License Plate No.: _____	Truck(CAL-T) No: _____
Equipment Rating or Classification: _____		
Verified California Operator's license? <input type="checkbox"/> YES <input type="checkbox"/> NO	License valid? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name on License: _____		
Do you own the equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, was certificate of ownership verified? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Legal Owner: _____ Registered Owner: _____		

**ADDITIONAL EMPLOYEES OF THIS CONTRACTOR WORKING ON-SITE THAT WERE NOT INTERVIEWED THIS DAY**

EMPLOYEE'S NAME	WORK CLASSIFICATION	SOCIAL SECURITY NO. (last four digits)

**INTERVIEWER'S COMMENTS:**

1. Employee was: ☐ COOPERATIVE ☐ UNCOOPERATIVE

2. Type of work being performed by employee at time of interview: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INSPECTOR on SITE: ☐ YES ☐ NO If YES, name of Inspector: \_\_\_\_\_

DATE of INTERVIEW: \_\_\_\_\_ TIME: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**CITY OF LOS ANGELES**  
Office of Contract Compliance

\_\_\_\_ Prime \_\_\_\_ Sub

OCC File No.:

Project Title:

Contractor:

**SOURCE DOCUMENT REVIEW**

LABOR COMPLIANCE REVIEW

N/A = Not Applicable

S/R = See Remarks on Backside

Page 1 of 2

ITEM NO.	ITEM	YES	NO	N/A	S/R	ITEM NO.	ITEM	YES	NO	N/A	S/R
<b>GENERAL</b>						<b>PROPRIETORSHIP</b>					
A1	Prime Notified					E1	Sole proprietor				
A2	Sub Notified					E2	Partnership				
A3	Sub Approved					E3	Partnership papers available				
A4	Union Signatory yes, Local No. _____ If _____					E4	Partnership profit papers available				
<b>PAYROLLS</b>						E5	Corporation				
B1	Same as submitted					E6	Are corporate officers laborers/mechanics				
B2	Time cards					E7	If so, receiving proper wages				
B3	Canceled Checks					E8	Nonworking Supervisor on Payroll				
B4	Wages paid at or above contract minimum					E9	Contractor License:				
B5	Fed/State tax held from employee										
B6	Employee interview on file (No. _____)					<b>INVESTIGATION</b>					
B7	Form DE-6 available										
B8	Gross wages equal payrolls					F1	Number of payrolls reviewed: All _____ Random: _____				
B9	All employees reported on payroll appear on Form DE-6					F2	Number of wage underpayments:				
<b>BENEFITS</b>						F3	Number of workers underpaid:				
C1	Fringes paid cash					<b>CONCLUSION</b>					
C2	Fringes paid to trust fund										
C3	Trust fund approved										
C4	Trust statements available					G1	Payrolls O.K.				
C5	Statement hours per employee per month equal or exceed total payroll hours					G2	Discrepancies Intentional				
C6	Canceled checks show trust payment										
C7	Canceled checks agree with statements										
<b>APPRENTICESHIP REQUIREMENTS</b>						<b>OCC RECOMMENDATIONS (refer to next page)</b>					
D1	Form DAS-140 on file					H1	Assess State penalty				
D2	Proof of apprentice request					H2	Assess Federal penalty				
D3	Apprentices employed					H3	Contractor aware of findings				
D4	Apprentices registered										
D5	Payments made to the CAC										
ANALYST					DATE	CONTRACTOR REPRESENTATIVE					DATE


Approved By Labor Compliance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

A stylized, light blue silhouette of a city skyline with various building shapes, including a prominent tower with a spire, set against a white background with soft, light blue clouds.

# Change

Eliminate Excuses to Enhance Efficiencies

# Leveraging Contracts



City of LA Public Works has awarded over \$1 billion in project-by-project PLA construction contracts with local hiring requirements.

Recently the City of Los Angeles Board of Public Works approved a Departmental PLA that will cover over 98 projects with an estimated construction value of  $\pm$ \$2 billion with local hiring requirements.

The City of LA has 4 Departmental PLAs (DPW; POLA; LAWA; CRA/LA)

- Local Workers
- Apprentices
- Disadvantaged Workers

**“Capacity created by increasing the number of projects that have targeted hiring goals.”**

# Interceding on Behalf of Others



Transparent Monitoring By City staff – **Over 1,000 certified payrolls reviewed weekly**

Quarterly reports to the Board of Public Works - **16 Reports to date**

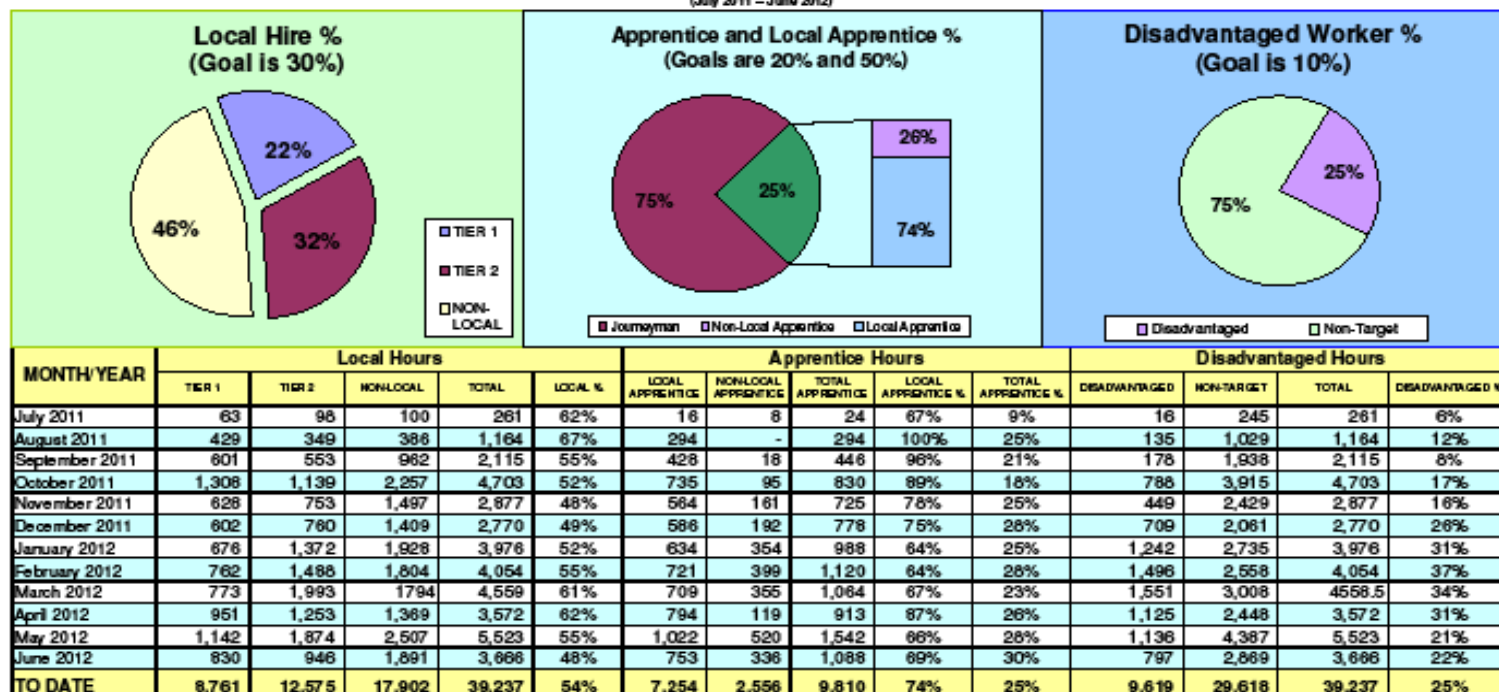
Monthly Project updates posted in the Bureau's website  
<http://bca.lacity.org> **30 Monthly Project Updates**

**“Accountability achieved through consistent and active monitoring, compliance enforcement and timely reporting.”**



**BUREAU OF CONTRACT ADMINISTRATION  
DEPARTMENT OF PUBLIC WORKS, PUBLIC INFRASTRUCTURE STABILIZATION POLICY  
ECHO PARK REHAB PROJECT**

**SUMMARY OF LOCAL HIRING @ 51% COMPLETION (Reporting Periods: 10%, 30%, 50%, 70%, 90%)  
(July 2011 – June 2012)**

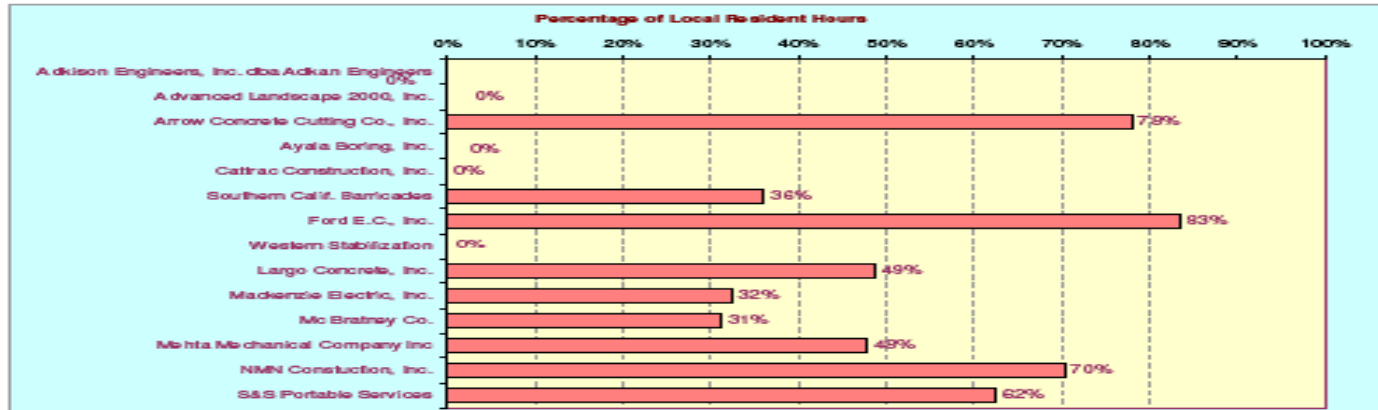


Data: Overall at Project Report

Local: Work hours performed by individual whose primary residence is within Tier 1 or 2 zip code areas.

Tier 1: 90041, 90042, 90043, 90044, 90045, 90046, 90047, 90048, 90049, 90050, 90051, 90052, 90053, 90054, 90055, 90056, 90057, 90058, 90059, 90060, 90061, 90062, 90063, 90064, 90065, 90066, 90067, 90068, 90069, 90070, 90071, 90072, 90073, 90074, 90075, 90076, 90077, 90078, 90079, 90080, 90081, 90082, 90083, 90084, 90085, 90086, 90087, 90088, 90089, 90090, 90091, 90092, 90093, 90094, 90095, 90096, 90097, 90098, 90099, 90100, 90101, 90102, 90103, 90104, 90105, 90106, 90107, 90108, 90109, 90110, 90111, 90112, 90113, 90114, 90115, 90116, 90117, 90118, 90119, 90120, 90121, 90122, 90123, 90124, 90125, 90126, 90127, 90128, 90129, 90130, 90131, 90132, 90133, 90134, 90135, 90136, 90137, 90138, 90139, 90140, 90141, 90142, 90143, 90144, 90145, 90146, 90147, 90148, 90149, 90150, 90151, 90152, 90153, 90154, 90155, 90156, 90157, 90158, 90159, 90160, 90161, 90162, 90163, 90164, 90165, 90166, 90167, 90168, 90169, 90170, 90171, 90172, 90173, 90174, 90175, 90176, 90177, 90178, 90179, 90180, 90181, 90182, 90183, 90184, 90185, 90186, 90187, 90188, 90189, 90190, 90191, 90192, 90193, 90194, 90195, 90196, 90197, 90198, 90199, 90200, 90201, 90202, 90203, 90204, 90205, 90206, 90207, 90208, 90209, 90210, 90211, 90212, 90213, 90214, 90215, 90216, 90217, 90218, 90219, 90220, 90221, 90222, 90223, 90224, 90225, 90226, 90227, 90228, 90229, 90230, 90231, 90232, 90233, 90234, 90235, 90236, 90237, 90238, 90239, 90240, 90241, 90242, 90243, 90244, 90245, 90246, 90247, 90248, 90249, 90250, 90251, 90252, 90253, 90254, 90255, 90256, 90257, 90258, 90259, 90260, 90261, 90262, 90263, 90264, 90265, 90266, 90267, 90268, 90269, 90270, 90271, 90272, 90273, 90274, 90275, 90276, 90277, 90278, 90279, 90280, 90281, 90282, 90283, 90284, 90285, 90286, 90287, 90288, 90289, 90290, 90291, 90292, 90293, 90294, 90295, 90296, 90297, 90298, 90299, 90300, 90301, 90302, 90303, 90304, 90305, 90306, 90307, 90308, 90309, 90310, 90311, 90312, 90313, 90314, 90315, 90316, 90317, 90318, 90319, 90320, 90321, 90322, 90323, 90324, 90325, 90326, 90327, 90328, 90329, 90330, 90331, 90332, 90333, 90334, 90335, 90336, 90337, 90338, 90339, 90340, 90341, 90342, 90343, 90344, 90345, 90346, 90347, 90348, 90349, 90350, 90351, 90352, 90353, 90354, 90355, 90356, 90357, 90358, 90359, 90360, 90361, 90362, 90363, 90364, 90365, 90366, 90367, 90368, 90369, 90370, 90371, 90372, 90373, 90374, 90375, 90376, 90377, 90378, 90379, 90380, 90381, 90382, 90383, 90384, 90385, 90386, 90387, 90388, 90389, 90390, 90391, 90392, 90393, 90394, 90395, 90396, 90397, 90398, 90399, 90400, 90401, 90402, 90403, 90404, 90405, 90406, 90407, 90408, 90409, 90410, 90411, 90412, 90413, 90414, 90415, 90416, 90417, 90418, 90419, 90420, 90421, 90422, 90423, 90424, 90425, 90426, 90427, 90428, 90429, 90430, 90431, 90432, 90433, 90434, 90435, 90436, 90437, 90438, 90439, 90440, 90441, 90442, 90443, 90444, 90445, 90446, 90447, 90448, 90449, 90450, 90451, 90452, 90453, 90454, 90455, 90456, 90457, 90458, 90459, 90460, 90461, 90462, 90463, 90464, 90465, 90466, 90467, 90468, 90469, 90470, 90471, 90472, 90473, 90474, 90475, 90476, 90477, 90478, 90479, 90480, 90481, 90482, 90483, 90484, 90485, 90486, 90487, 90488, 90489, 90490, 90491, 90492, 90493, 90494, 90495, 90496, 90497, 90498, 90499, 90500, 90501, 90502, 90503, 90504, 90505, 90506, 90507, 90508, 90509, 90510, 90511, 90512, 90513, 90514, 90515, 90516, 90517, 90518, 90519, 90520, 90521, 90522, 90523, 90524, 90525, 90526, 90527, 90528, 90529, 90530, 90531, 90532, 90533, 90534, 90535, 90536, 90537, 90538, 90539, 90540, 90541, 90542, 90543, 90544, 90545, 90546, 90547, 90548, 90549, 90550, 90551, 90552, 90553, 90554, 90555, 90556, 90557, 90558, 90559, 90560, 90561, 90562, 90563, 90564, 90565, 90566, 90567, 90568, 90569, 90570, 90571, 90572, 90573, 90574, 90575, 90576, 90577, 90578, 90579, 90580, 90581, 90582, 90583, 90584, 90585, 90586, 90587, 90588, 90589, 90590, 90591, 90592, 90593, 90594, 90595, 90596, 90597, 90598, 90599, 90600, 90601, 90602, 90603, 90604, 90605, 90606, 90607, 90608, 90609, 90610, 90611, 90612, 90613, 90614, 90615, 90616, 90617, 90618, 90619, 90620, 90621, 90622, 90623, 90624, 90625, 90626, 90627, 90628, 90629, 90630, 90631, 90632, 90633, 90634, 90635, 90636, 90637, 90638, 90639, 90640, 90641, 90642, 90643, 90644, 90645, 90646, 90647, 90648, 90649, 90650, 90651, 90652, 90653, 90654, 90655, 90656, 90657, 90658, 90659, 90660, 90661, 90662, 90663, 90664, 90665, 90666, 90667, 90668, 90669, 90670, 90671, 90672, 90673, 90674, 90675, 90676, 90677, 90678, 90679, 90680, 90681, 90682, 90683, 90684, 90685, 90686, 90687, 90688, 90689, 90690, 90691, 90692, 90693, 90694, 90695, 90696, 90697, 90698, 90699, 90700, 90701, 90702, 90703, 90704, 90705, 90706, 90707, 90708, 90709, 90710, 90711, 90712, 90713, 90714, 90715, 90716, 90717, 90718, 90719, 90720, 90721, 90722, 90723, 90724, 90725, 90726, 90727, 90728, 90729, 90730, 90731, 90732, 90733, 90734, 90735, 90736, 90737, 90738, 90739, 90740, 90741, 90742, 90743, 90744, 90745, 90746, 90747, 90748, 90749, 90750, 90751, 90752, 90753, 90754, 90755, 90756, 90757, 90758, 90759, 90760, 90761, 90762, 90763, 90764, 90765, 90766, 90767, 90768, 90769, 90770, 90771, 90772, 90773, 90774, 90775, 90776, 90777, 90778, 90779, 90780, 90781, 90782, 90783, 90784, 90785, 90786, 90787, 90788, 90789, 90790, 90791, 90792, 90793, 90794, 90795, 90796, 90797, 90798, 90799, 90800, 90801, 90802, 90803, 90804, 90805, 90806, 90807, 90808, 90809, 90810, 90811, 90812, 90813, 90814, 90815, 90816, 90817, 90818, 90819, 90820, 90821, 90822, 90823, 90824, 90825, 90826, 90827, 90828, 90829, 90830, 90831, 90832, 90833, 90834, 90835, 90836, 90837, 90838, 90839, 90840, 90841, 90842, 90843, 90844, 90845, 90846, 90847, 90848, 90849, 90850, 90851, 90852, 90853, 90854, 90855, 90856, 90857, 90858, 90859, 90860, 90861, 90862, 90863, 90864, 90865, 90866, 90867, 90868, 90869, 90870, 90871, 90872, 90873, 90874, 90875, 90876, 90877, 90878, 90879, 90880, 90881, 90882, 90883, 90884, 90885, 90886, 90887, 90888, 90889, 90890, 90891, 90892, 90893, 90894, 90895, 90896, 90897, 90898, 90899, 90900, 90901, 90902, 90903, 90904, 90905, 90906, 90907, 90908, 90909, 90910, 90911, 90912, 90913, 90914, 90915, 90916, 90917, 90918, 90919, 90920, 90921, 90922, 90923, 90924, 90925, 90926, 90927, 90928, 90929, 90930, 90931, 90932, 90933, 90934, 90935, 90936, 90937, 90938, 90939, 90940, 90941, 90942, 90943, 90944, 90945, 90946, 90947, 90948, 90949, 90950, 90951, 90952, 90953, 90954, 90955, 90956, 90957, 90958, 90959, 90960, 90961, 90962, 90963, 90964, 90965, 90966, 90967, 90968, 90969, 90970, 90971, 90972, 90973, 90974, 90975, 90976, 90977, 90978, 90979, 90980, 90981, 90982, 90983, 90984, 90985, 90986, 90987, 90988, 90989, 90990, 90991, 90992, 90993, 90994, 90995, 90996, 90997, 90998, 90999, 91000, 91001, 91002, 91003, 91004, 91005, 91006, 91007, 91008, 91009, 91010, 91011, 91012, 91013, 91014, 91015, 91016, 91017, 91018, 91019, 91020, 91021, 91022, 91023, 91024, 91025, 91026, 91027, 91028, 91029, 91030, 91031, 91032, 91033, 91034, 91035, 91036, 91037, 91038, 91039, 91040, 91041, 91042, 91043, 91044, 91045, 91046, 91047, 91048, 91049, 91050, 91051, 91052, 91053, 91054, 91055, 91056, 91057, 91058, 91059, 91060, 91061, 91062, 91063, 91064, 91065, 91066, 91067, 91068, 91069, 91070, 91071, 91072, 91073, 91074, 91075, 91076, 91077, 91078, 91079, 91080, 91081, 91082, 91083, 91084, 91085, 91086, 91087, 91088, 91089, 91090, 91091, 91092, 91093, 91094, 91095, 91096, 91097, 91098, 91099, 91100, 91101, 91102, 91103, 91104, 91105, 91106, 91107, 91108, 91109, 91110, 91111, 91112, 91113, 91114, 91115, 91116, 91117, 91118, 91119, 91120, 91121, 91122, 91123, 91124, 91125, 91126, 91127, 91128, 91129, 91130, 91131, 91132, 91133, 91134, 91135, 91136, 91137, 91138, 91139, 91140, 91141, 91142, 91143, 91144, 91145, 91146, 91147, 91148, 91149, 91150, 91151, 91152, 91153, 91154, 91155, 91156, 91157, 91158, 91159, 91160, 91161, 91162, 91163, 91164, 91165, 91166, 91167, 91168, 91169, 91170, 91171, 91172, 91173, 91174, 91175, 91176, 91177, 91178, 91179, 91180, 91181, 91182, 91183, 91184, 91185, 91186, 91187, 91188, 91189, 91190, 91191, 91192, 91193, 91194, 91195, 91196, 91197, 91198, 91199, 91200, 91201, 91202, 91203, 91204, 91205, 91206, 91207, 91208, 91209, 91210, 91211, 91212, 91213, 91214, 91215, 91216, 91217, 91218, 91219, 91220, 91221, 91222, 91223, 91224, 91225, 91226, 91227, 91228, 91229, 91230, 91231, 91232, 91233, 91234, 91235, 91236, 91237, 91238, 91239, 91240, 91241, 91242, 91243, 91244, 91245, 91246, 91247, 91248, 91249, 91250, 91251, 91252, 91253, 91254, 91255, 91256, 91257, 91258, 91259, 91260, 91261, 91262, 91263, 91264, 91265, 91266, 91267, 91268, 91269, 91270, 91271, 91272, 91273, 91274, 91275, 91276, 91277, 91278, 91279, 91280, 91281, 91282, 91283, 91284, 91285, 91286, 91287, 91288, 91289, 91290, 91291, 91292, 91293, 91294, 91295, 91296, 91297, 91298, 91299, 91300, 91301, 91302, 91303, 91304, 91305, 91306, 91307, 91308, 91309, 91310, 91311, 91312, 91313, 91314, 91315, 91316, 91317, 91318, 91319, 91320, 91321, 91322, 91323, 91324, 91325, 91326, 91327, 91328, 91329, 91330, 91331, 91332, 91333, 91334, 91335, 91336, 91337, 91338, 91339, 91340, 91341, 91342, 91343, 91344, 91345, 91346, 91347, 91348, 91349, 91350, 91351, 91352, 91353, 91354, 91355, 91356, 91357, 91358, 91359, 91360, 91361, 91362, 91363, 91364, 91365, 91366, 91367, 91368, 91369, 91370, 91371, 91372, 91373, 91374, 91375, 91376, 91377, 91378, 91379, 91380, 91381, 91382, 91383, 91384, 91385, 91386, 91387, 91388, 91389, 91390, 91391, 91392, 91393, 91394, 91395, 91396

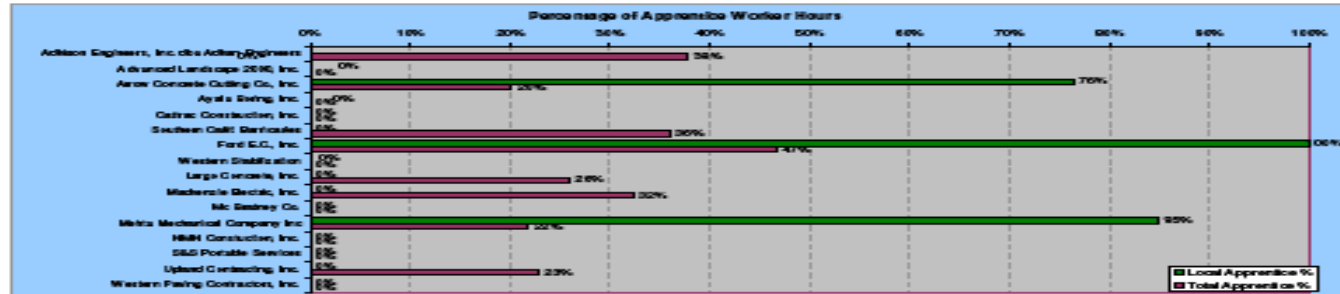
# **ECHO PARK REHAB PROJECT** **Contractor Summary for Local Residents** **(July 2011 – June 2012)**



CONTRACTOR	HOURS				# OF WORKERS			
	Local	Non-Local	Total	Local %	Local	Non-Local	Total	Local %
Adkison Engineers, Inc. dba Adkan Eng	0	569	569	0%	0	13	13	0%
Advanced Landscape 2000, Inc.	0	8	8	0%	0	1	1	0%
Arrow Concrete Cutting Co., Inc.	4,255	1,204	5,459	78%	16	7	23	70%
Ayala Boring, Inc.	0	16	16	0%	0	2	2	0%
Catrac Construction, Inc.	0	70	70	0%	0	3	3	0%
Southern Calif. Barricades	18	32	50	36%	1	3	4	25%
Ford E.C., Inc.	3,499	700	4,199	83%	7	3	10	70%
Western Stabilization	0	62	62	0%	0	1	1	0%
Largo Concrete, Inc.	5,925	6,272	12,197	49%	21	28	49	43%
Mackenzie Electric, Inc.	398	833	1,231	32%	3	4	7	43%
Mc Bratney Co.	28	62	90	31%	1	3	4	25%
Mehta Mechanical Company Inc	5,415	5,923	11,337	48%	18	16	34	53%
NMN Construction, Inc.	1,276	540	1,815	70%	3	6	9	33%
S&S Portable Services	47	28	75	62%	2	2	4	50%
Upland Contracting, Inc.	453	1,565	2,018	22%	4	24	28	14%
Western Paving Contractors, Inc.	24	20	44	55%	3	2	5	60%
<b>TOTALS</b>	<b>21,335</b>	<b>17,902</b>	<b>39,237</b>	<b>54%</b>	<b>79</b>	<b>118</b>	<b>197</b>	<b>40%</b>

Local: Work hours performed by individuals whose primary residence is within Tier 1 or 2 zip code areas.

**ECHO PARK REHAB PROJECT**  
**Contractor Summary for Apprentices**  
 (July 2011 – June 2012)



CONTRACTOR	HOURS						# OF WORKERS					
	Local Apprentice	Non-Local Apprentice	Total Apprentice	Total Hours	Local Apprentice %	Total Apprentice %	Local Apprentice	Non-Local Apprentice	Total Apprentice	Total Workers	Local Apprentice %	Total Apprentice %
Adkison Engineers, Inc. dba Adkison Engineers	-	216	216	565	0%	38%	-	4	4	13	0%	31%
Advanced Landscapes 2000, Inc.	-	-	-	5	0%	0%	-	-	-	1	0%	0%
Arrow Concrete Cutting Co., Inc.	341	260	1,101	5,458	78%	26%	7	2	9	23	70%	36%
Ayala Borling, Inc.	-	-	-	16	0%	0%	-	-	-	2	0%	0%
Catrac Construction, Inc.	-	-	-	7.9	0%	0%	-	-	-	3	0%	0%
Southern Calif. Barriocades	19	-	19	50	0%	36%	1	-	1	4	0%	25%
Ford E.C., Inc.	1,960	-	1,960	4,156	100%	47%	3	-	3	10	100%	30%
Western Stabilization	-	-	-	62	0%	0%	-	-	-	1	0%	0%
Largo Concrete, Inc.	1,932	1,245	3,177	12,187	0%	28%	5	4	9	49	0%	16%
Mackenzie Electric, Inc.	399	-	399	1,251	0%	32%	3	-	3	7	0%	43%
Mc Bratney Co.	-	-	-	9.0	0%	0%	-	-	-	4	0%	0%
Mehta Mechanical Company	2,107	373	2,479	11,337	60%	22%	6	3	9	34	67%	26%
NMN Construction, Inc.	-	-	-	1,915	0%	0%	-	-	-	9	0%	0%
S&S Portable Services	-	-	-	7.5	0%	0%	-	-	-	4	0%	0%
Upland Contracting, Inc.	-	463	463	2,016	0%	23%	-	5	5	20	0%	16%
Western Paving Contractors, Inc.	-	-	-	44	0%	0%	-	-	-	5	0%	0%
<b>TOTALS</b>	<b>7,254</b>	<b>2,556</b>	<b>9,810</b>	<b>39,237</b>	<b>74%</b>	<b>25%</b>	<b>25</b>	<b>18</b>	<b>43</b>	<b>197</b>	<b>59%</b>	<b>22%</b>

Local Apprentice: Work hours performed by an apprentice who is identified in a bona fide Labor/Management construction apprenticeship program, registered and approved by the State of California Department of Industrial Relations or Division of Apprenticeship Standards (DAS) and whose primary place of residence is within Tier 1 or 2 zip code areas.

# Galvanizing Our Communities Through 30/20/10 Countdown To Success



**30%** of total hours worked performed by local residents  
33.31% Local Hire Participation (1.26 million hours)

**20%** of total hours worked performed by apprentices  
23.23% Apprentice Participation (883,518 hours)

**10%** of total hours worked performed by disadvantage workers  
21.96% Disadvantage Participation (8,835 hours)  
(Departmental PLA Projects Only)

**“Opportunity provided for all involved when you have Capacity and Accountability.”**

# Hosting Strategic Partnership Meetings



Partner with City Work Source Centers, Faith and Community Based Organizations and other non-profit agencies:

- Develop a 'pipeline' of qualified local workers
- Clarify expectations
- Establish effective working relationships

- 90+ Joint Administrative Committee, Pre-construction, Pre-job, Community Outreach, & Contractor Assistance meetings in the past few years.

# Transforming Lives



**8,835**

**Disadvantaged Worker Hours  
(Departmental PLA Projects Only)**

**3,480**

**Local Resident Workers Employed**

**12,364**

**Total Construction Craft Workers Employed on all  
Public Works PLA projects**

**3.8M±**

**Total Worked Hours Paid at Prevailing Wage Rates**

**\$42.8M  
±**

**Estimated Wages and Benefits Paid to Local Workers**

**\$94.7M±**

**Estimated Wages and Benefits Paid to Non-Local Workers**

# Capacity, Accountability and Opportunity with Partnership, Leverage and Accountability Can Bring About A Successful Local Hire Program





# Implementing a Successful Local Hire Program Requires the



- Developing strategic partnerships among all stakeholders
- Ongoing education of all stakeholders is essential
- Implementation, monitoring, compliance and accountability are crucial
- Maintaining consistency between departments and agencies in the implementation of local hire requirements
- Effective policies will have “teeth” to hold stakeholders accountable
- Job readiness of local and disadvantaged workers is critical for their success in the construction career path
- Strive to exceed your goals

# For More Information



**Bureau of Contract Administration**

**1149 S Broadway Ave, Suite 300**

**Los Angeles, CA 90015**

**<http://bca.lacity.org/>**

**John L. Reamer, Jr.**  
**Inspector of Public Works**  
**Director**